



SPECIFICATIONS FOR WRITERS

Local Christian Women Connection groups use the *re:Connect* curriculum for monthly meetings. The curriculum is designed to help women connect through relationships, spiritual formation, and service. Topics and writers are selected by the national staff. The programs are written to be presented orally. They will usually be presented in small group meetings with 8 to 25 women present, sometimes in homes and sometimes in churches.

The individual studies will often be presented by women with little or no background in teaching, sometimes with very little advance preparation. While we anticipate advance planning and try to give ample suggestions, experience indicates that not everyone prepares a great deal. Therefore, advance preparations and materials needed for presentation need to offer several options or provide the possibility for improvising.

We try to keep to a minimum of lecture. Given the possibility of minimum preparation time, we usually provide the actual words that the leader may use to present the material. We hope it won't be read word-for-word, but we also want to provide correct information.

We also try to provide suggested questions for discussion, along with possible answers; even if there are no "correct" answers we try to anticipate a range of responses. If we give a quiz that should have "correct" answers, we always provide them--even if they are from the Bible.

We follow a general outline with three components.

1. *Prepare*: The beginning or place to start. Materials needed and ideas for the presentation of the lesson should be outlined.
2. *Immerse*: The essence and substance of the study. This is the presentation material used by the leader.
3. *Engage*: Activities and questions that challenge participants to interact with the study.

Preparation is always first and everything needed to present the study should be listed in the *Prepare* section. The *Immerse* and *Engage* section will be side-by-side in the study, as learning and doing are interconnected (For example, *Immerse* might include and exposition on scripture

and *Engage* will include questions about that scripture). The presentation of and interaction with the study should take 60 minutes.

FORMAT

We suggest that writers provide us with approximately 7 double-spaced pages of type-written material (approximately 2,000 words), and we hope you will also provide several different presentation methods. We are glad to insert maps, quizzes, and other study helps that can be copied. The program will be printed in an 8 ½" x 11" booklet.

Please provide the following:

1. Title and Author: Please include a three sentence biographical sketch
2. *Prepare*: Suggestions for the leader's preparation, such as
 - Background reading suggestions
 - Props and other materials to be made ready
 - Material to be duplicated
 - Ideas for preparing the setting
 - Assignments to other participants
3. *Immerse*: Adequate material and presentation ideas
4. *Engage*: Suggestions for individual and/or group interaction such as
 - Worship
 - Questions
 - Games
 - Quizzes
5. Complete source of quotations used.

BEFORE YOU WRITE

A. Research the subject; gather resources.

B. Keep the audience in mind. What are the needs and interests in the area of this topic? What basic information should be provided? How does (or may) the topic touch their lives? With these thoughts in mind, write the program objectives. Remember that CWC women come in many ages, from different life settings, and from a variety of racial and ethnic backgrounds.

C. Decide on your presentation methods. What will be interesting and effective? Consider the possibilities--panel discussion, role playing, interview, buzz group, pencil and paper session, book review, skit, quiz, and others. Choose the best method for your subject. Offer suggestions for adapting any program that groups might find difficult.

COPYRIGHTS AND QUOTATIONS

A. The following rules apply to use of copyrighted material in your writing:

1. Any material that is complete in itself: a short story, poem, musical composition, chart, chapter of a book, etc. requires permission from owner of copyright.
2. Anything over four lines of poetry or music requires permission.
3. In prose, a general "fair use" practice applies: one may quote from the work of another to illustrate one's own points within a reasonable number of words (150 to 500, depending on the length of the original source) without permission, so long as the meaning of the quoted passage is not distorted by its use.

B. Writing for permission to use. See copyright notations in books and mastheads in magazines. Indicate the exact quotation you wish to use, copying it in full.

C. Indicate sources. Always give the name of an author quoted, if known, whether copyrighted or not, and the source: book or magazine title, date of publication, name and address of publisher. When you receive permission to use an item, send it with your manuscript.

D. Quote exactly, including punctuation. Do not insert words into a quoted piece without indicating the insertion by enclosing the word or phrases in brackets.

USE OF BIBLE

Quote scripture exactly, unless you are clearly giving the idea in your own words. Be careful about punctuation marks and the form of poetry. Most Bible publishers do not request permission for use of short passages, but do expect that the version or translations will be noted.

It can take an editor a long time to check through versions looking for the quotation used, so please add the initials of the translation at the end of the quotation (NRSV< NIV, etc.) It is best to quote from the more widely-used versions unless a less familiar one adds a particular dimension to your content.

HOW WILL MATERIAL BE PROCESSED?

Programs will be edited according to CWC policy and style. If submitted by deadline date, the writer can be contacted about any change needed (other than routine editing).

Writing Deadlines Are Important!

The National Office must allow processing time for editing, the printer's schedule, assembly, and mailing.